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## Acquisition Management System Change Request Form

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|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Change Request Number:</b><br>(To be completed by secretariat)                                | 24-60                                                                          |                                                                                                                                                 |
| <b>Description of the Change:</b>                                                                | Updates to Procurement Guides and Handbooks - SCLS, PLA, Contract Pricing.     |                                                                                                                                                 |
| <b>Select the type of Change Request:</b><br>*Policy changes require FAE endorsement.            | Guidance                                                                       |                                                                                                                                                 |
| <b>Section(s) impacted by CR:</b>                                                                | Procurement Tools & Resources                                                  |                                                                                                                                                 |
| <b>PART 1: ENDORSEMENTS</b>                                                                      |                                                                                |                                                                                                                                                 |
| <b>Manager, Acquisition Policy Branch Endorsement:</b><br><br>AAP-110, Procurement Policy Branch | <input checked="" type="radio"/> Approved<br><input type="radio"/> Disapproved | <b>Electronic Signature/Date:</b><br><b>ZACHARY LEE SPENCER</b><br>Digitally signed by ZACHARY LEE SPENCER<br>Date: 2024.06.14 15:15:10 -04'00' |
| <b>Acquisition System Advisory Group (ASAG) Chairperson Endorsement:</b>                         | <input checked="" type="radio"/> Approved<br><input type="radio"/> Disapproved | <b>Electronic Signature/Date:</b><br><b>MICHELLE G BRUNE</b><br>Digitally signed by MICHELLE G BRUNE<br>Date: 2024.06.18 12:56:08 -04'00'       |
| <b>Acquisition Policy and Oversight (AAP) Director Endorsement:</b>                              | <input checked="" type="radio"/> Approved<br><input type="radio"/> Disapproved | <b>Electronic Signature/Date:</b><br><b>JAKE LENO LEWIS</b><br>Digitally signed by JAKE LENO LEWIS<br>Date: 2024.07.01 12:19:40 -04'00'         |
| <b>FAA Acquisition Executive (FAE) Endorsement:</b><br>*Only required for Policy Changes         | <input type="radio"/> Approved<br><input type="radio"/> Disapproved            | <b>Electronic Signature/Date:</b>                                                                                                               |

## PART 2: GENERAL INFORMATION

|                                                                                                                                                |                                              |                                                                                                                                                                                                                                                    |
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| Change Request (CR) Number: 24-60                                                                                                              |                                              | Date Received:<br>(To be completed by secretariat) 6/14/24                                                                                                                                                                                         |
| CR Title: Updates to Procurement Guides and Handbooks - SCLA, PLA, Contract Pricing                                                            |                                              |                                                                                                                                                                                                                                                    |
| Summary and Reason for Change:                                                                                                                 |                                              | Within Procurement Guides and Handbooks:<br>(1) Removes the document entitled "Communications with Industry Guidelines".<br>The "Communications with Industry Guidelines" is removed because the information is outdated and no longer applicable. |
| Initiator Contact Information:                                                                                                                 | Name: Erica Conley                           | Phone: 202-267-7387                                                                                                                                                                                                                                |
|                                                                                                                                                | Organization Name: Procurement Policy Branch | Routing Code: AAP-110                                                                                                                                                                                                                              |
| ASAG Member Contact Information                                                                                                                | Name: Zachary Spencer                        | Phone: 571-999-5217                                                                                                                                                                                                                                |
| Development, Review, and Concurrence:<br>AAP-110, AAP-500, AAQ, AGC                                                                            |                                              | Target Audience:<br>FAA Acquisition Workforce                                                                                                                                                                                                      |
| ASAG Briefing: <input type="radio"/> YES <input checked="" type="radio"/> NO<br>(To be completed by secretariat)<br>Date: <input type="text"/> |                                              | ASAG Responsibilities:<br>None.                                                                                                                                                                                                                    |
| AEB Briefing: <input type="radio"/> YES <input checked="" type="radio"/> NO<br>(To be completed by secretariat)<br>Date: <input type="text"/>  |                                              | AEB Responsibilities:<br>None.                                                                                                                                                                                                                     |

## PART 3: FAST PUBLICATION INFORMATION

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| Impacted AMS Section: NOTE: Please choose only one. If additional sections are impacted, submit a separate CR form for each.                                                                                                   | Procurement Tools & Resources<br><br>Procurement Guides & Handbooks                                                                                         |  |
| Validation of other impacted FAST locations:<br><input checked="" type="checkbox"/> I confirm I have validated all other portions of the website and will submit additional CR's for any other impacted sections as necessary. |                                                                                                                                                             |  |
| Section/Text Location:<br>Procurement Tools & Resources                                                                                                                                                                        | Links:<br><a href="https://fast.faa.gov/PPG_Guides.cfm">https://fast.faa.gov/PPG_Guides.cfm</a>                                                             |  |
| Redline Validation:<br>NOTE: The redline version must be a comparison with the current published FAST version.                                                                                                                 | <input checked="" type="radio"/> I confirm I used the latest published version to create this change/redline. OR <input type="radio"/> This is new content. |  |
| Attachments:<br>(1)FAA Guide to Calculating Contract Price Adj. Under SCLS.docx<br>(2)sircostpricefaqs.pdf<br>(3) plaguide.docx<br>(4) Powerpoint: Procurement Guides and Handbooks - Add & Remove Guides                      | Other Files:<br>N/A.                                                                                                                                        |  |